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Sent: 11/23/2020 5:00:58 PM
CC: Deal, Roseann [DEAL.ROSEANN@EPA.GOV]; Konfirst, Kathrina [konfirst.kathrina@epa.gov]
Subject: Newer/Seasoned Supervisors 11/16 Meeting Notes
Attachments: The Hatch Act and Activities after Election Day.pdf

Sending BCC to R3 SUPVRS

Hello Supervisors and Managers,

Here are the notes from our last **Newer/Seasoned Supervisors Network (NSN)** meeting on Monday, November 16th. We're including Cecil's attachment that he referenced during the meeting. Thanks for your continued participation at these weekly meetings. We appreciate your questions, comments and presentations.

We look forward to seeing you all at the next NSN meeting on Monday, November 30th. Have a happy and safe Thanksgiving!

Diana's Welcome

- Paul Dressel and Ken Rose are the Transition Team points of contact for Region 3. Until GSA certifies the election results, please notify Diana if anyone contacts you from the EPA Transition Team.
- Cos is serving as Regional Administrator until January 20th. Diana will be Acting Regional Administrator on January 21st.
- For EPA members of the Biden/Harris transition team, please see the Build Back Better website.

Kate Update

- Kate signed the MOU with the Union for Phases 1 and 2 and it's on its way to HQ. There aren't too many changes. Only 2 occupants now allowed on elevators and some changes to lactation room access.
- At this time, we are maintaining Phase 2 status for 1650 Philly office. We are still encouraging telework. And, ask that prudence be taken with travel requests.

HR Huddle w/ Kevin Schuman

PARS/USA Performance

- Before HQ informs us about folks who missed the 11/13 PARS training deadline, please check for staff completions. Use the TEAM tab in FedTalent.
- USA Performance divisional demos and meetings continue
- PARS standards must be in place by December 1st
- Process for employee discussions: Meet/You sign/Employee signs
- Permanent supervisors are responsible, not detailees or acting supervisors
- Cutting and pasting impacts formatting in USA Performance---consider assigning to admin staff

- We are not approving Leave Bank requests in BAP. Ignore "awaiting R3 approval." All requests are going to HQ and HQ will fix this glitch.
- Think about your National Honor Award nominees. No criteria changes from previous years. You will receive information soon.
- Remind staff to schedule Use of Lose leave or donate it to the Leave Bank by December 12th

- There are 2 remaining virtual health fairs for employees (12/2 & 12/9)
- If you or staff are completing the 5 Week Leadership Challenge, see your appointment for a special EPA Region 3 session with course creator, Dr. Patrick Leddin on 12/2 @ 2pm

Post-Election Hatch Act Update w/ Cecil

- Except in Georgia, you can wear campaign items, display photos, express views
- Cannot discuss, send emails, text or post on social media anything about a political party
- You may participate in challenges, recounts, but on own time
- Until GSA certifies the November 3 election results, we're not permitted to communicate with the transition team
- Best advice: The smartest approach is don't do any of these things right now.
- See attachment

HOW THE HATCH ACT APPLIES TO THE 2020 ELECTION (after 11/3/20)	
Wearing campaign items or displaying candidate photographs in the federal workplace (including telework locations) or on government time	Permissible
Expressing views about the election results or presidential or other partisan candidates in the federal workplace (including telework locations) or on government time	Permissible
Wearing or displaying items about <i>political parties</i> in the federal workplace (including telework locations) or on government time, including: <ul style="list-style-type: none"> • Political party paraphernalia • Forwarding emails from a political party • Texting about partisan political events • Sharing a post from a political party on social media 	PROHIBITED
Engaging in any political fundraising at any time	PROHIBITED
Using official authority or resources to interfere with or affect the election	PROHIBITED
Engaging in certain post-Election Day activity <i>on behalf of a political party</i> , such as taking part in challenges, recounts, etc. on your own time	Permissible for lesser restricted; PROHIBITED for further restricted employees (e.g., career SES)

EEO Today: Walking the Talk with Cynthia Burrows---Proactive Prevention of Unlawful Discrimination

- Eliminate impediments to free and open communication in the workplace
- Via annual assessments (e.g., EVS), we plan and strategize recruitments, training and development
- There are hiring safeguards in place that have been recently revamped via the ELMS process
- SEP activities and input from SEPMs raise awareness (e.g., installing scooter accessibility outside 1650; lactation rooms)
- Learning about these EEO Elements helps all of us to better understand what discrimination means

EEO Background

- Management Directive 715 states that all agencies/regions should have a model EEO program.
- The directive divides a model EEO program into six (6) essential elements. Cynthia focused on integrating EEO into EPA's strategic mission.
- Individual supervisors' and managers' decisions factor into how EEO integrates with Region 3's mission

- Our goal is fair and equitable business decisions
- There should be no barriers to EEO
- We structure / organize the workplace to be free of discrimination---it is inclusive and diverse
- HR and EEO Office work collaboratively and you work collaboratively with us

Please contact Roseann Deal or Kathrina Konfirst if you would like some time on an upcoming agenda to share ideas, best practices, or lessons learned.

Thanks,
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